

VACANCY ANNOUNCEMENT FEDERAL MARITIME COMMISSION

Announcement No.: 2004-05
Issue Date: 05-17-04
Closing Date: 06-11-04
Area of Consideration: All Sources*

POSITION: Information Technology Specialist (Security Officer), GS-2210-13/14

ORGANIZATION LOCATION: Office of Information Technology (OIT)

PROMOTION POTENTIAL: GS-14

GEOGRAPHIC LOCATION: 800 North Capitol Street, NW
Washington, DC 20573-0001

SALARY RANGE: GS-13: \$72,108 - \$93,742 Per Annum
GS-14: \$85,210 - \$110,775 Per Annum
(Locality Pay Area of Washington, DC)

***CONSIDERATION WILL BE GIVEN TO STATUS CANDIDATES (RESIDING IN THE LOCAL COMMUTING AREA), TO NONSTATUS CANDIDATES, AND TO INDIVIDUALS ELIGIBLE FOR NONCOMPETITIVE APPOINTMENT, E.G., INDIVIDUALS WITH DISABILITIES ELIGIBLE FOR APPOINTMENT UNDER SCHEDULE A, DISABLED VETERANS RATED AT 30% OR MORE. VETERANS WHO ARE PREFERENCE ELIGIBLES OR WHO HAVE BEEN SEPARATED FROM THE ARMED FORCES UNDER HONORABLE CONDITIONS AFTER 3 YEARS OR MORE OF SUBSTANTIALLY CONTINUOUS ACTIVE SERVICE MAY ALSO APPLY (VETERANS EMPLOYMENT OPPORTUNITIES ACT).**

APPLICANTS WILL BE EVALUATED ON THE BASIS OF EXPERIENCE AND THE QUALITY RANKING FACTORS DESCRIBED BELOW. THEREFORE, IT IS CRITICAL THAT ALL INFORMATION CONCERNING EXPERIENCE PERTINENT TO THESE FACTORS BE ADDRESSED IN THE APPLICATIONS SUBMITTED FOR CONSIDERATION FOR THIS VACANCY. APPLICANT MUST SHOW CLEARLY THE EXTENT TO WHICH HE/SHE POSSESSES THE KNOWLEDGE, SKILLS AND ABILITIES DESCRIBED BELOW.

DUTIES AND RESPONSIBILITIES: The incumbent serves as Security Officer for the Federal Maritime Commission's Information Technology program with dual responsibility for agency-wide systems and network security, preparing and overseeing the implementation of policies and procedures to ensure the continuous security of FMC's IT architecture. The incumbent plans work and establishes priorities, conducts ongoing IT security audits, documents findings and performs required follow-up. Serves as the information security architect for FMC information systems. Directs and manages security-related activities, e.g., planning audits and, developing, implementing and maintaining programs and policies necessary to ensure the security of existing and newly

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deployed systems. Directs the design and implementation of OIT security policies and procedures for an enterprise IT architecture. Ensures the application of a variety of strategies and measures designed to protect equipment, control access, and detect security threats and system vulnerabilities. Maintains full proficiency in new software releases and new operating system configurations. Develops new security tools as appropriate. Directs the performance of penetration attacks and security posture assessments on all FMC systems, e.g., Internet/Intranet servers, firewalls, production and development servers, file servers, on-site FMC contractor-operated equipment and modems. Directs the design, management and implementation of programs to ensure security of government systems managed by FTE's and on-site contract personnel and all systems hosted off-site by contractor personnel. Analyzes information processing needs and proposed system changes for security requirements and implications. Represents the Chief Information Officer (CIO) on security-related issues in numerous forums both internal and external to the agency. Applies current awareness of emerging trends and developments in IT and infrastructure security to FMC systems.

DUTY STATION: Washington, DC

QUALIFICATION REQUIREMENTS: All applicants are required to meet the qualification requirements listed in the OPM Operating Manual for Qualification Standards for General Schedule Positions (which is available for review in any Federal Personnel Office or online at www.opm.gov). Those requirements are summarized below:

GS-13: All applicants must possess 52 weeks of specialized experience equivalent to the GS-12 level. There is no substitution of education allowed at the GS-13 level.

GS-14: All applicants must possess 52 weeks of specialized experience equivalent to the GS-13 level. There is no substitution of education allowed at the GS-14 level.

Specialized experience is experience which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of that position.

In order to be qualifying, applicant's experience must demonstrate accomplishment of information technology project assignments that required a wide range of knowledge of computer requirements and techniques pertinent to the position to be filled. This knowledge is generally demonstrated by assignments where the applicant analyzed a number of alternative approaches in the process of advising management concerning major aspects of ADP system design, such as what system interrelationships must be considered, or what operating mode, system software, and/or equipment configuration is most appropriate for a given project.

QUALITY RANKING FACTORS: Applicants who meet the qualification requirements described

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above will be further evaluated by determining the extent to which their education, work experience or related training, awards and performance appraisals indicate they possess or have the potential to acquire the following knowledge, skills, and abilities. **THESE QUALITY RANKING FACTORS SHOULD BE ADDRESSED IN ORDER TO BE GIVEN APPROPRIATE CONSIDERATION UNDER THIS ANNOUNCEMENT.**

1. Comprehensive knowledge of federal regulations and policies (GISRA/FISMA) relevant to IT security.
2. Mastery of security strategy development including, configuring routers, establishing firewalls and protecting host servers, and data encryption and decryption.
3. Knowledge of Windows, Novell Netware, UNIX, and network software technologies.
4. Knowledge of the principles and practices of strategic planning, capital planning, asset management, performance based evaluation, and matrix and change management.
5. Comprehensive knowledge of financial, acquisition and contracts management-related concepts and regulations.

HOW TO APPLY: All applicants should furnish the following (FAILURE TO SUBMIT ALL REQUIRED FORMS OR INFORMATION MAY RESULT IN LOSS OF CONSIDERATION FOR THE POSITION):

1. A current, **complete** application, e.g., an Optional Form 612 (Optional Application for Federal Employment), a resume, or any other application in written format (**required**).

The following information must be contained in your application:

- a. announcement number, title, and grade(s) - please indicate lowest grade acceptable
- b. full name, mailing address, day and evening phone numbers
- c. social security number
- d. country of citizenship
- e. Forms DD-214 and/or SF-15 as appropriate (proof of veterans' preference)
- f. highest Federal civilian grade held (give job series and dates held)
- g. education level:
 - (1) High school (name, city, state, and date of diploma or GED)
 - (2) Colleges or Universities (name, city, state, major field of study, and type and year of any degree received - if no degree(s), show total credits earned and indicate whether semester or quarter hours)
- h. work experience (give the job title, duties, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor)
- i. job-related training courses (title and year)
- j. job-related skills (e.g., other language skills, computer software/hardware skills)

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- k. job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, public speaking, etc.);
2. A copy of the most recent performance appraisal and performance plan (elements and standards for achievement) if not indicated clearly on the annual performance appraisal (**required of current Federal employees**).
3. A copy of the last or latest SF-50. "Notification of Personnel Action." (**required of all current Federal employees and of candidates applying on the basis of their reinstatement eligibility**); and
4. Supplemental narrative statement addressing the quality ranking factors (**desirable, either on the application or on an attachment**).

OTHER INFORMATION:

This position is designated Noncritical-Sensitive. All applicants who have not undergone an appropriate background check will be subject to a background investigation and must be able to obtain a Secret clearance as a condition of employment.

New appointments to the Federal Government are made at the minimum rate of the grade, e.g., step 1, except in certain rare instances as determined by OPM.

Relocation expenses will not be paid.

All status applicants must meet time-in-grade requirements. Status candidates who wish to be rated under both merit promotion and competitive procedures must submit two complete applications. If only one application is received, it will be considered under the merit promotion program.

If selected, applicants must complete an OF-306, "Declaration for Federal Employment." Failure to comply may be grounds for withdrawal of an offer of employment. Selectee will be required to provide documentation that establishes his/her identity and employment eligibility as required by the Immigration Reform and Control Act of 1986 (Public Law 99-103, dated November 6, 1986).

Interagency Career Transition Assistance Plan (ICTAP)/Career Transition Assistance Plan (CTAP) eligibles must be well-qualified for the position in order to receive special selection priority. To be considered well-qualified, candidates must meet all eligibility and qualifications requirements and must meet the fully successful level using the established rating criteria. Documentary evidence, e.g., Reduction-in-Force (RIF) Notice, Certification of Expected Separation, SF-50 documenting separation by RIF, or a letter from OPM or your agency documenting your priority consideration status **MUST** accompany your application in order to receive special selection priority.

Displaced District of Columbia Government, Department of Corrections employees will be eligible for priority consideration and competitive appointment (Public Law 105-274). Eligible candidates are not restricted by geographic location or grade level in jobs for which they apply. Documentary evidence is the

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same as above.

Applications must be received or postmarked* no later than the closing date of the announcement and should be sent to the Office of Human Resources, Room 924, Federal Maritime Commission, 800 North Capitol Street, N.W., Washington, D.C. 20573. Since the emergency closing of the main US Postal Service (USPS) mail processing facility in Washington, DC, the USPS cannot guarantee that if you mail your application to us, we will receive it. It is your responsibility to get your application to us. Therefore, the following special procedures will apply for submitting applications to us until regular USPS mail deliveries can be resumed.

1. Applications can be e-mailed to: humanresources@fmc.gov. All e-mailed applications **must** be sent as an attachment in MS Word or WordPerfect format. Applications included in the body of the e-mail or in other formats will **NOT** be considered. Applications submitted electronically should be received in our agency e-mail system by the closing date of the announcement. Additional application materials may be faxed to the agency at the number shown below by the closing date of the announcement.

2. Applications can be faxed to the FMC at : **202-523-7842**

3. Applications can be sent to the FMC via a private delivery service such as UPS, FedEx, etc.

***PLEASE NOTE: If you choose to use the USPS to mail your application, your postmarked application must be received in our Office no later than a week following the closing date in order to be considered. No exceptions will be made to this requirement.**

Applications submitted become the property of the Federal Maritime Commission and will not be returned. For further information regarding this announcement contact Antoine Dotson on (202) 523-5773 or by e-mail at antoined@fmc.gov. **NOTE:** The filing of job applications is a personal matter, not official government business. Such personal mail is, therefore, subject to payment of postage by the employee. Applications received in official postage-paid or government franked envelopes will not be acknowledged or considered.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and/or hiring process, please contact the Office of Human Resources on (202) 523-5773. The decision on granting reasonable accommodation will be made on a case-by-case-basis.

ALL ACTIONS WILL BE MADE WITHOUT REGARD TO POLITICAL, RELIGIOUS, OR LABOR ORGANIZATION AFFILIATION OR NONAFFILIATION, MARITAL STATUS, RACE, COLOR, SEX, NATIONAL ORIGIN, AGE, NONDISQUALIFYING PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION OR ANY OTHER FACTOR WHICH IS NOT JOB RELATED.

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